



# Fermilab

November 21, 2001

To: For Distribution

From: Jud Parker

SUBJECT: Adding a Local TCP/IP Printer (to avoid Domain Login)

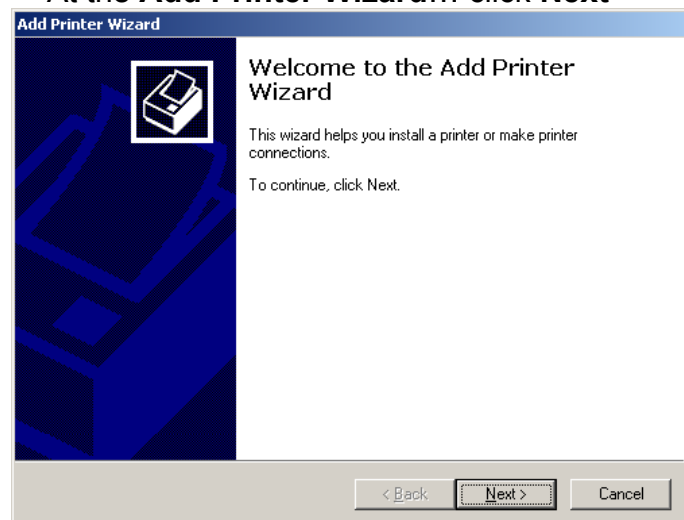
Users who login to the FNAL Domain can setup network printers with no problem; however, people who login to their PC with a local account (i.e. visitors, guests, etc.) will need to setup a local TCP/IP printer port and printer in order to access the Directorate's printers.

The following chart lists the Color and Laser Printers which are located within the Directorate on WH-2 East and West, and in the Public Affairs Office on WH-1 East.

Located Where / Who	Printer Name	Mfg. & Type / Model	IP Address
Public Affairs WH-1E	Color_PubAff	Tektronix 840 Ext	131.225.19.64
Marilyn Smith WH-2E	Color_DirAdm	Tektronix 840 Ext	131.225.19.19
Jud Parker WH-2E	Color_DirSpr	Tektronix 860 DP	131.225.19.9
Phyllis Metelmann WH-2W	Color_InfTec	Tektronix 860 DP	131.225.19.8
Public Affairs WH-1E	WH1E_PubAff	Apple LaserWriter 16/600	131.225.19.23
Michelle Gleason WH-2E	WH2E_DirAdm	HP LaserJet 8100DN	131.225.19.71
Sue Grommes WH-2E	WH2E_FrDesk	HP LaserWriter 4Si Mx	131.225.19.22
Program Planning WH-2E	WH2E_PrgPln	HP LaserWriter 4Si Mx	131.225.19.16
Budget Office WH-2W	WH2W_Budget	HP LaserWriter 5Si Mx	131.225.19.48
Phyllis Metelmann WH-2W	WH2W_InfTec	HP LaserWriter 4Si Mx	131.225.19.51
Xerox Room WH-2E	WH2E_Docutk	Xerox Document Centre 265ST	131.225.19.15

To setup a local TCP/IP printer port and printer:

- Go to **Start → Settings → Printers → Add Printer**
- At the **Add Printer Wizard...** click **Next**



- At the **Local or Network Printer** window... select **Local printer**, optionally check **Automatically detect and install my Plug and Play printer**, and then click **Next**

**Add Printer Wizard**

**Local or Network Printer**  
Is the printer attached to your computer?

If the printer is directly attached to your computer, click Local printer. If it is attached to another computer, or directly to the network, click Network printer.

☒ Local printer  
☒ Automatically detect and install my Plug and Play printer  
☐ Network printer

< Back   Next >   Cancel

- At the **New Printer Detection** window... click **Next**

**Add Printer Wizard**

**New Printer Detection**  
This wizard automatically detects and installs new Plug and Play printers

Windows was unable to detect any Plug and Play printers. Click Next if you want to install the printer manually.

< Back   Next >   Cancel

- At the **Select the Printer Port** window... select **Create a new port** and for **Type**, choose **HP Standard TCP/IP Port** (from the drop-down list), and then click **Next**

**Add Printer Wizard**

**Select the Printer Port**  
Computers communicate with printers through ports.

Select the port you want your printer to use. If the port is not listed, you can create a new port.

☐ Use the following port:

Port	Description	Printer
LPT1:	Printer Port	OmniForm
LPT2:	Printer Port	
LPT3:	Printer Port	
COM1:	Serial Port	
COM2:	Serial Port	
COM3:	Serial Port	

Note: Most computers use the LPT1: port to communicate with a local printer.

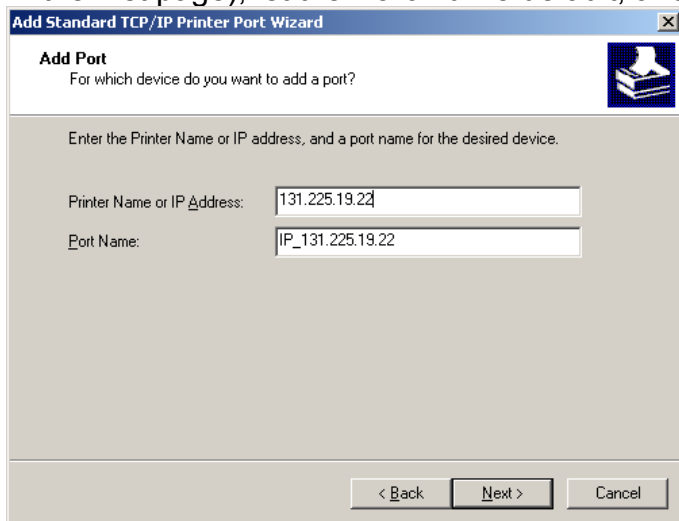
☒ Create a new port:  
Type: HP Standard TCP/IP Port

< Back   Next >   Cancel

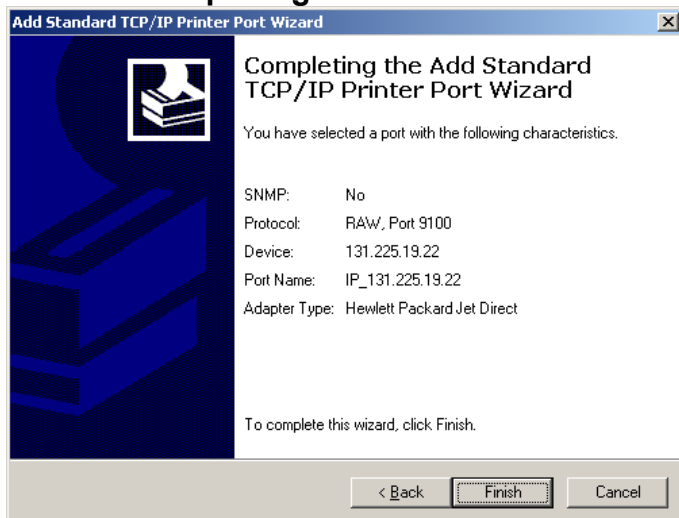
- At the **Welcome to the Add Standard TCP/IP Printer Port Wizard...** click **Next**



- At the Welcome to the **Add Port** window... type in the printer's **IP Address** (from the list on the first page), let the **Port Name** default, and then click **Next**



- At the **Completing the Add Standard TCP/IP Printer Port Wizard...** click **Finish**



- Back at the **Add Printer Wizard**... select the printer's **Manufacturer** and then the printer's **Type** or **Model** (from the list on the first page), and then click **Next**

**Add Printer Wizard**  
The manufacturer and model determine which printer to use.

Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Manufacturers:	Printers:
GCC	HP LaserJet 4Si MX
Generic	<b>HP LaserJet 4Si/4Si MX PS</b>
Gestetner	HP LaserJet 4V
HP	HP LaserJet 4MV
IBM	HP LaserJet 4V/4MV PostScript
Iwatsu	HP LaserJet 5
Kodak	HP LaserJet 5000 Series PCL

Buttons: Windows Update, Have Disk...

Navigation: < Back, Next >, Cancel

- At the **Use Existing Driver** window... select **Keep Existing Driver (recommended)** and then click **Next**

**Add Printer Wizard**  
**Use Existing Driver**  
A driver is already installed for this printer. You can use or replace the existing driver.

HP LaserJet 4Si/4Si MX PS

Do you want to keep the existing driver or use the new one?

☒ Keep existing driver (recommended)

☐ Replace existing driver

Navigation: < Back, Next >, Cancel

- At the **Name Your Printer** window... type in a **Printer Name** or accept the default, select **Yes** or **No** to make the printer your default printer, and then click **Next**

**Add Printer Wizard**  
**Name Your Printer**  
You must assign a name for this printer.

Supply a name for this printer. Some programs do not support server and printer name combinations of more than 31 characters.

Printer name:  
TEST HP LaserJet 4Si/4Si MX PS

Do you want your Windows-based programs to use this printer as the default printer?

☐ Yes

☒ No

Navigation: < Back, Next >, Cancel

- At the **Printer Sharing** window... select **Do not share this printer** and then click **Next**

The screenshot shows the 'Printer Sharing' window of the 'Add Printer Wizard'. The title bar reads 'Add Printer Wizard'. The window has a blue header with a printer icon. The main text says 'Printer Sharing' and 'You can share this printer with other network users.' Below this, it asks to 'Indicate whether you want this printer to be available to other users. If you share this printer, you must provide a share name.' There are two radio buttons: 'Do not share this printer' (which is selected) and 'Share as:'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

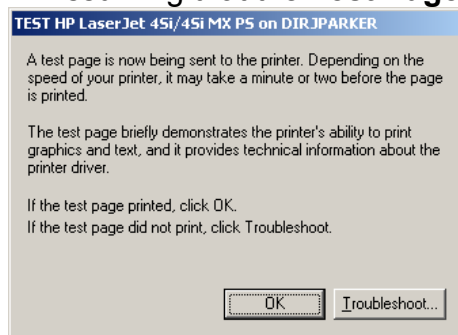
- At the **Print Test Page** window... select **Yes** or **No** to print a test page and confirm the printer's setup and connection, and then click **Next**

The screenshot shows the 'Print Test Page' window of the 'Add Printer Wizard'. The title bar reads 'Add Printer Wizard'. The window has a blue header with a printer icon. The main text says 'Print Test Page' and 'To confirm that the printer is installed properly, you can print a test page.' Below this, it asks 'Do you want to print a test page?'. There are two radio buttons: 'Yes' (which is selected) and 'No'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- At the **Completing the Add Printer Port Wizard** window... click **Finish**

The screenshot shows the 'Completing the Add Printer Port Wizard' window. The title bar reads 'Add Printer Wizard'. The window has a blue header with a printer icon. The main text says 'Completing the Add Printer Wizard' and 'You have successfully completed the Add Printer wizard.' Below this, it says 'You specified the following printer settings:'. There is a list of settings: Name: TEST HP LaserJet 4Si/4Si MX PS, Shared as: <Not Shared>, Port: IP\_131.225.19.22, Model: HP LaserJet 4Si/4Si MX PS, Default: No, Test page: Yes. At the bottom, it says 'To close this wizard, click Finish.' There are three buttons: '< Back', 'Finish', and 'Cancel'.

- If you chose to print a test page then you will see a window similar to the following.  
Assuming that the **Test Page** printed out correctly, click **OK**



- **Done!**